

Checklist Tool Guide

WHAT IS THE CHECKLIST TOOL?

The Checklist tool enables you to create checklists to highlight important or required assignments, readings, or other items to complete. Checklists can be used as requirements to control access to other materials using release conditions. Each checklist contains one or more categories, into which checklist items are organized. For example, you might have an **Assignments Checklist** with categories for written assignments and quizzes, both of which could have multiple items that students need to complete.

WHY USE THE CHECKLIST TOOL?

The Checklist tool allows instructors to make use of an organizational tool to improve effectiveness of groups and individuals performing complex tasks. Instructors can create checklists that:

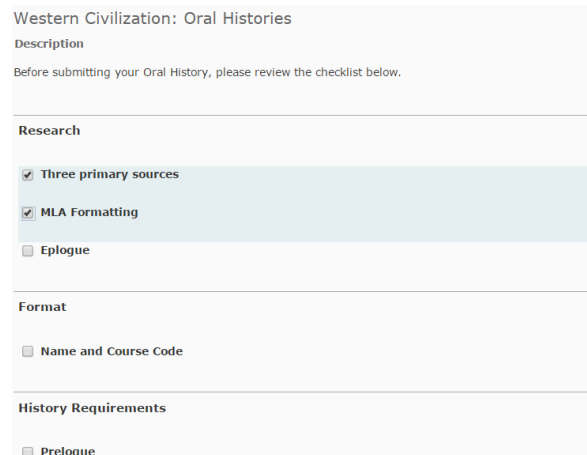
- Account for tasks to be completed in a particular order.
- Allow for review of completed course content.
- Allow for assignment-based checklists to ensure that the appropriate items are covered in the assignment.
- Allow for a method of assessment by evaluating and assessing with checklists.

You can create a checklist that lists the activities users should complete throughout the course. For example, a checklist for the first week might include reading the course's introductory content, posting a message to an introductory discussion topic, and submitting a list of learning goals to an assignment folder. You can set release conditions based on users checking off items from their checklist. For example, you might release an announcement on your course's homepage once users check off that they have completed the first week's activities.

USER STORY

Professor Greenville teaches a Western Civilization class and likes to have students do interviews and oral histories as class assignments. He finds that students sometimes omit essential elements of the oral histories because they forget to go back and review the detailed instructions that he provided. Professor Greenville decides to turn his instructions into a checklist and to put a condition on the assignment folder that forces the students to check off the items on the **Project Checklist** before submitting.

Gary Ball is a student. In the past he has forgot to include some elements of assignments for his course which resulted in penalization. He finds that by completing a checklist prior to submission of his assignment, he is able to catch any items he may have overlooked.



Western Civilization: Oral Histories

Description

Before submitting your Oral History, please review the checklist below.

Research

- Three primary sources
- MLA Formatting
- Epilogue

Format

- Name and Course Code

History Requirements

- Prologue

This example of a mandatory checklist can be associated with release conditions. Learners are required to complete the checklist items in order to access the folder to submit their assignments. Once completed the checklist provides a record (date and time stamped) for each criteria checked, creating a kind of learner contract.

CREATING A CHECKLIST

Access the Checklist tool via **Course Admin**. Select **New Checklist** and enter the name of the new checklist in the **Name** field. You can enter an optional description to identify what the checklist contains. By default, checklists open in the current window, but you can select **Open this Checklist in a New Window** to override this default. Select **Save** to save the new checklist.

CREATING A CATEGORY

On the **Checklists** page, select the checklist you want to add a category to:

- On the **Edit Checklist** page, select **New Category**, enter a name and an optional description for the new category.
- Click **Save** to save the new category or **Save and New** to save it and create another one.

You must have at least one category.

CREATING AN ITEM

Users check-off the items on a checklist. Noting that each item you create must belong to a category, select the checklist where you want to add an item. On the **Edit Checklist** page select **New Item**. On the **New Item** page:

- Select a category for the item in the category drop-down list. Enter a name and description for the new item.
- Optional — Set a due date by selecting the due date check box and choosing the appropriate date and time from the drop-down lists. Select **Display in Calendar** to make the item visible in the calendar for students.
- Click **Save** to save the new item or **Save and New** to save it and create another one.

MANAGING A CHECKLIST

To edit a checklist:

- On the **Checklists** page, select the checklist you want to edit (you can edit multiple checklists using bulk select).
- On the **Edit Checklist** page, make the changes you want to the **Checklist Properties** area, or click on a category or item in the Categories and Items area to edit those.
- Make your changes and click **Save**.

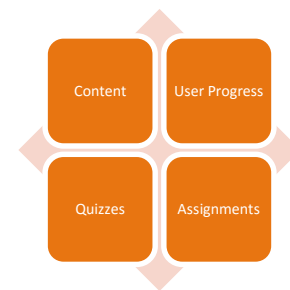
RELEASE CONDITIONS FOR A CHECKLIST

Select the checklist you want to add release conditions to. On the **Edit Checklist** page, select the **Restrictions** tab.

- Select **Attach Existing** if you already have a release condition that you want to attach to the checklist, or select **Create and Attach** to create a new release condition.
- Choose whether access to the checklist is dependent on meeting all or any of your conditions. Select **Save**. The checklist is now available to users based on the conditions that you define.

WHAT TOOLS INTERACT WITH CHECKLIST?

Many tools interact with the Checklist tool. Some common tools include:



WANT MORE INFORMATION?

Visit the Brightspace Community (<https://community.brightspace.com>) or D2L Resource Centre (<https://documentation.desire2learn.com>) for videos, documents and other resources.

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